



Division Chief – Screening

Job Description

Department: Attorney
Position: Career Service
Grade: 523
Supervisory: Yes
Reports to: Chief Deputy - County Attorney

Summary

Oversees the operations and personnel of the Screening Division of the Utah County Attorney Office.

Essential Functions

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Supervise the screening and filing of all criminal cases referred to the office for criminal charges of class A misdemeanor status or higher; ensure adherence to the legal requirements and policy guidelines issued by the County Attorney.
3. Assist office personnel, law enforcement and the public with issues regarding the screening and filing of criminal charges.
4. Implement changes to screening guidelines and/or procedures as directed by the County Attorney.
5. Advise County Attorney on legal and procedural issues pertaining to criminal screening and filing standards.
6. Advise and assist the County Attorney in matters of office administration pertaining to the Screening Division including the development, implementation, and enforcement of policies and procedures.
7. Assist County Attorney in correcting defects in screening operations.
8. Assist with staffing decisions including hiring, performance evaluation, assignment, and scheduling of workloads, delegation of assignments, and retention of assigned personnel.
9. Prepare the Screening Division budget; ensure division budget is adhered to.
10. Conduct and/or coordinate continuing legal education for Screening Division attorneys and support staff.
11. Interview and evaluate candidates for employment or assignment in the Screening Division; recommend candidates to the County Attorney for offers of employment or assignment.
12. Provide and oversee the provision of legal advice and opinions to law enforcement agencies in Utah County on screening and filing aspects of criminal prosecution.

For Office Use Only

Job Code: 1024
Job Title: Division Chief – Screening
FLSA: Exempt
Effective Date: 9/14/2021
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Division Director

Knowledge, Skills, and Abilities

- Knowledge of local government law
- Knowledge of criminal statutes
- Knowledge of principles and practices of budgeting, time management, and supervisory techniques
- Knowledge of litigation proceedings including rules of criminal procedures, rules of evidence, rules of civil procedure, rules of juvenile procedure, rules of appellate procedure and the Utah State Code
- Skilled in litigation and trial advocacy
- Skilled in conducting legal research
- Skilled in legal writing including legal briefs and memos
- Skilled in analytical problem solving
- Skilled in decision making in adversarial circumstances
- Skilled in document composition
- Skilled in leadership and management
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to accurately and timely maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently
- Ability to effectively use case management, presentation, spreadsheet, word processing, and a variety of research software programs

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work requires incumbent to occasionally give negative information to department heads, County employees, and the public. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances. Work may expose incumbent to unknown, dangerous, and/or life-threatening conditions and to possible bodily injury from potentially hostile environments.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be an opportunity to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to twenty-five (25) percent.

Required Education and Experience

1. Juris Doctor degree from an accredited law school.
2. Ten (10) years of experience engaged in criminal trial practice and/or civil litigation.
3. At least five (5) of the ten (10) years must be in felony criminal prosecution and three (3) of the ten (10) years of experience in supervising attorneys and legal staff, or related supervision experience.

Additional Eligibility Qualifications

1. Applicant must possess and maintain valid membership in the Utah State Bar.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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